



MEMORANDUM

Missouri Department of Transportation

Right of Way Division
Central Office

TO: Joyce Musick
Outdoor Advertising Manager

FROM: [PERMIT SPECIALIST]
[PERMIT SPECIALIST TITLE]

DATE: [DATE]

SUBJECT: Request for Legal Action
[JUNKYARD NAME], Junkyard License Number [PERMIT NUMBER]
[ROUTE], [COUNTY] County

Attached you will find correspondence, return mail receipts and photographs relating to the junkyard on the property of [OWNER NAME]. Our initial contact was on [CONTACT DATE]. I am requesting legal action be taken against [JUNKYARD NAME].

Thank you for your assistance.